

## **Board of Selectmen**

Minutes

Special Meeting

Selectmen's Conference Room

Wednesday, February 8, 2012

3:30PM

**Members Present:** Allan D. Walker Jr., Chandler L. Paquette, D. Mitchell Eaffy

**Others Present:** Donna Stefanik, Karen Fitzpatrick (3:30-4:00PM), Barbara Rich (4:00-4:15PM), Terry Bellman (4:15-4:30PM), Richard Kryzak (4:30-4:45), Judy Walberg (4:45-5:00PM), Gail White (5:00-5:20), Delia Fey (5:30-6:10).

### **1. Call To Order**

**Walker** called meeting to order at 3:30PM.

### **2. Meeting with Department Heads Individually to Discuss Their Current Fiscal Needs**

The Selectmen decided to meet with the department heads to discuss their budgets briefly. They were concerned that the departments have been ask to stay level funded for the past four years and needed to know if there were items that were needed that were not indicated in their budgets.

**Karen Fitzpatrick, Recreation Director-** Met with the Board of Selectmen and discussed her recreation and field budget. She continues to work on the fields throughout the Town of Woodstock with the help of the Highway Department. It was suggested by **Eaffy**, since there was a problem with one of the fields, a meeting should be set up with all the groups that currently use the fields and to go over the rules. **Fitzpatrick** also discussed as Recreation Director she has a lot more responsibility and feels that the position should be compensated at a higher rate of pay. Her recreation programs continue to grow and they could use more space for these programs. **No action was taken.**

**Barbara Rich, Treasurer-** Reported that the towns overall debt is going down. The software that we currently use has made her and the Assistant Treasurer job a little easier and more efficient. We will need to update our server version for unifund next year. There was some discussion of changing the Treasurer, Town Clerk and Tax Collector's two year term to either a four year term or an appointed position. **No Action was taken.**

**Terry Bellman, Building Inspector-** Reported to the Selectmen that he is requesting new permitting software and that should help him with permits that need to be follow-up on that take sometimes up to five years to close out. He will also be able to access information from the job site. He reported that there has been an increase in generator permits but most other

permits have declined. Overall his department is looking forward to using the new software. **No Action was taken.**

**Richard Kryzak, Assessor** – Reported he would like a 38 inch monitor to have on the front counter to help the public with viewing. The current monitor is too small. There was some discussion of intergrading permits with the Assessor's software but the cost is too expensive and the current system seems to be working fine between the offices. **No Action was taken.**

**Judy Walberg, Town Clerk**- Reported her restoration grant will be \$4,000 for next fiscal year. This grant is used to digitize current and old records. She would like to see the downstairs vault get a better dehumidifying system at some point. She along with the Treasurer, Tax Collector would like to see the elected term increase from a two year term to a four or make the positions appointed. **No Action was taken.**

**Gail White, Historic District Commission**- The Board of Selectmen met with Gail regarding the commission's budget request and to give an update as to the role of the commission. There was some discussion regarding the process that the district has to go through in order to make changes to the outside of their house. An application has to be submitted and a public hearing ad has to be placed in the newspaper. A suggestion of a fee, at the time of the application would help to offset some of the advertisement cost. **White** did not know if that would be legal in the Historic District and a lot more research would have to be done in order to come up with recommendations. **No Action was taken.**

**Delia Fey, Town Planner** – Delia reported that she is currently taken the minutes for the Planning & Zoning subcommittee and finding it hard to get everything in her department done. It was suggested that the Planning & Zoning budget had money for a minute taker and maybe they could hire someone to take minutes for the subcommittee meetings. She would also like to get Cazeo Certification which would cost about \$1,000 dollars. Once the class was completed she would be a certified Town Planner. **No Action was taken.**

### 3. **Citizen's Comments**

None.

### 4. **Adjournment**

**Allan D. Walker Jr.,** motioned to adjourn. **Motioned carried.** The meeting adjourned at 6:15PM.

Respectfully Submitted,  
Donna Stefanik, Assistant Treasurer

